

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1099

Page 1 of 2

Agency

Kent County

Division/Unit

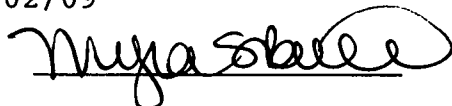
Parks and Recreation

Item No.	Description	Retention
1	<u>Employee Files</u> Contains all employment, personal information and timesheets for current and previous employees.	Retain for one (1) year after termination of employment then forward to Human Resources which is the office of record.
2	<u>Child Care Forms</u> Contains after school, summer camp, playground, and leaders club registration forms, waivers, health history forms, payment information, and attendance records.	Retain attendance and payment information for five (5) years then destroy. Retain all other information until start of next session then screen and destroy information which ceases to have administrative value.
3	<u>Rental Contracts</u> Contains contracts with facility rental payment information, renters' addresses and phone numbers.	Retain for one (1) year then destroy.
4	<u>Recommendations for Employment Memo</u> Contains recommendations to Kent County Commissioners with pay rates.	Retain for five (5) years then destroy. Human Resources is office of record.

Schedule Approved by Department, Agency, or Division Representative.

Date 12/02/09

Signature



Typed Name Myra Butler

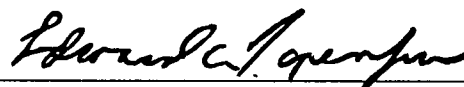
Title Director

Schedule Authorized by State Archivist

Date

18 Dec 09

Signature



**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1099

Page 2 of 2

Agency

Kent County

Division/Unit

Parks and Recreation

**Item
No.**

Description

Retention

5

Employment Applications for Seasonal Employment that were not hired

Contains applications for positions at Parks and Recreation. These applications include social security numbers, work history, and other personal information.

Retain for one (1) year from date of application then move to inactive file. Retain inactive file for five (5) years then destroy.

6

Tax Letters for Child Care Services

Contains letters stating how much participants paid for childcare programs for one year.

Retain for five (5) years then destroy.

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 1.5em;">PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Previous Employee Files</p>				<p>5. Earliest Year/Latest Year</p> <p>to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>All Employment and Personal Information and timesheets.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size • Microfilm</p> <p>• Legal Size • Computer Tape</p> <p>• Audio Tape • Floppy Disk</p> <p>• Bound Book • Video Tape</p> <p>• Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>X Alphabetical</p> <p>• Numerical</p> <p>• Chronological</p> <p>• Geographical</p> <p>• Other (specify) Each program has it's own binder</p>		<p>9. Volume</p> <p>X File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p><u> 2 </u> • Computer Tape(s)</p> <p>Number</p> <p>Other (specify)</p>	
<p>11. File is Used</p> <p>• Daily • Weekly • Monthly X Annually</p>		<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p><u> 98 </u> • Computer Tape(s)</p> <p>Number</p> <p>Other (specify) Folders</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Storage Room</p>			<p>12. File Becomes Inactive After</p> <p><u> 1 </u> • Month(s) x Year(s)</p> <p>Number</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>• no x Yes</p> <p>Files are under lock and key</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>X Yes No</p> <p>Our human resources department has all originals</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>• Yes x No</p>			<p>16. Audit Requirements</p> <p>X State x Federal X Independent</p> <p>Human Resources has a Maintenance form for all of these</p>		
<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant</p> <p>Myra Butler, Director <i>Myra Butler</i></p>			<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>10/20/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 1.5em;">PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Current Employee Files</p>				<p>5. Earliest Year/Latest Year</p> <p>to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>All Employment and Personal Information and timesheets.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size • Microfilm</p> <p>• Legal Size • Computer Tape</p> <p>• Audio Tape • Floppy Disk</p> <p>• Bound Book • Video Tape</p> <p>• Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>X Alphabetical</p> <p>• Numerical</p> <p>• Chronological</p> <p>• Geographical</p> <p>• Other (specify) Each program has it's own binder</p>		<p>9. Volume</p> <p>X File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p><u>2</u> • Computer Tape(s) Number</p> <p>Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p><u>25</u> • Computer Tape(s) Number</p> <p>Other (specify) Folders</p>	
<p>11. File is Used</p> <p>• Daily X Weekly • Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u> • Month(s) X Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Storage Room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>X Yes No</p> <p>Our human resources department has all originals</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>• Yes X Yes</p> <p>Files are under Lock and Key</p>			<p>16. Audit Requirements</p> <p>X State X Federal X Independent</p> <p>Human Resources has a Maintenance form for all of these.</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>• Yes X No</p>			<p>18. Recommended Retention</p> <p>If staff member is not employed for 12 months the file will be forwarded to Human Resources.</p>		
<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant</p> <p>Myra Butler, Director <i>Myra Butler</i></p>		<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>10/20/09</p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 1.5em;">PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Child Care Forms</p>				<p>5. Earliest Year/Latest Year</p> <p>2005 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Afterschool, Summer Camp, Playground, Leaders Club, Registration Forms, Waivers, Health History Forms, Payment Information, and Attendance Records.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size</p> <ul style="list-style-type: none"> • Legal Size • Computer Tape • Audio Tape • Floppy Disk • Bound Book • Video Tape • Other (specify) _____ 		<p>8. Record Series Sequence</p> <p>•X Alphabetical (registration and payment forms only)</p> <ul style="list-style-type: none"> • Numerical • X Chronological attendance sheets only • Geographical • Other (specify) Current programs are kept in separate binders and the previous years programs are in individual folders in a filing cabinet. 		<p>9. Volume</p> <p style="text-align: right;">X File Drawer(s)</p> <ul style="list-style-type: none"> • Microfilm Reel(s) • Computer Tape(s) Other (specify) <p style="text-align: center;">_1_</p> <p>Number</p>	
<p>11. File is Used</p> <p>Seasonally</p> <ul style="list-style-type: none"> • Daily • Weekly • Monthly Annually 		<p>12. File Becomes Inactive After</p> <p style="text-align: center;">_1_</p> <p>Number</p> <ul style="list-style-type: none"> • Month(s) x Year(s) 			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>In the office</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <ul style="list-style-type: none"> • Yes x No 			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <ul style="list-style-type: none"> • Yes x No 		<p>16. Audit Requirements</p> <p>x None</p> <ul style="list-style-type: none"> • State • Federal • Independent 			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <ul style="list-style-type: none"> • Yes x No 		<p>18. Recommended Retention</p> <p>Keep all information until start of next session. Keep Attendance and payment information for 5 years and shred everything else.</p>			
<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant</p> <p>Myra Butler, Director <i>Myra Butler</i></p>		<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>10/19/09</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Rental Contracts</p>				<p>5. Earliest Year/Latest Year</p> <p>2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Contracts with Facility Rental payment, information, Renters addresses, and phone numbers.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size • Microfilm</p> <p>• Legal Size • Computer Tape</p> <p>• Audio Tape • Floppy Disk</p> <p>• Bound Book • Video Tape</p> <p>• Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>• Numerical</p> <p>Chronological</p> <p>• Geographical</p> <p>X Other (specify) Organized by Park</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p>• Computer Tape(s)</p> <p><u> 3 </u> Number</p> <p>X Other (specify) Binders</p>	
<p>11. File is Used</p> <p>X Daily • Weekly • Monthly X Annually</p>		<p>12. File Becomes Inactive After</p> <p><u> 1 </u> • Month(s) X Year(s) Number</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Office</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes X No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>• Yes X No</p>		<p>16. Audit Requirements</p> <p>X None • State • Federal • Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>• Yes X No</p>		<p>18. Recommended Retention</p> <p>Keep for 1 year and the Shred</p>			
<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant Myra Butler, Director <i>Myra Butler</i></p>		<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>7/20/09</p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Recommendations for Employment Memo</p>				<p>5. Earliest Year/Latest Year</p> <p>8/26/06 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Recommendations to Kent County Commissioners with pay rates.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size • Microfilm</p> <p>• Legal Size • Computer Tape</p> <p>• Audio Tape • Floppy Disk</p> <p>• Bound Book • Video Tape</p> <p>• Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>• Alphabetical</p> <p>• Numerical</p> <p>X Chronological</p> <p>• Geographical</p>		<p>9. Volume</p> <p>X File</p> <p>• Microfilm Reel(s)</p> <p>• Computer Tape(s)</p> <p>Other (specify)</p> <p>____1____ Number</p>	
<p>11. File is Used</p> <p>• Daily • Weekly • Monthly X Annually</p>		<p>10. Annual Accumulation</p> <p>X File</p> <p>• Microfilm Reel(s)</p> <p>• Computer Tape(s)</p> <p>Other (specify)</p> <p>____1____ Number</p>			
<p>12. File Becomes Inactive After</p> <p>____5____ • Month(s) x Year(s) Number</p>		<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>In the office</p>			
<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>X Yes No</p> <p>Human Resources Department has originals</p>		<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>X Yes No</p> <p>Human Resources has them under Lock and Key</p>			
<p>16. Audit Requirements</p> <p>State Federal X Independent</p> <p>Human Resources has a maintenance form for this.</p>		<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>• Yes X No</p>			
<p>18. Recommended Retention</p> <p>Keep for 5 years and then Shred.</p>		<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant</p> <p>Myra Butler, Director <i>Myra Butler</i></p>			
<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>10/20/09</p>			

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Employment Applications for Seasonal Employment that were not hired</p>				<p>5. Earliest Year/Latest Year</p> <p>4/01/09 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Applications for positions at Parks and Recreation. These applications include social security numbers, work history, and other personal information.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size • Microfilm</p> <p>• Legal Size • Computer Tape</p> <p>• Audio Tape • Floppy Disk</p> <p>• Bound Book • Video Tape</p> <p>• Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>X Alphabetical</p> <p>• Numerical</p> <p>• Chronological</p> <p>• Geographical</p> <p>• Other (specify) Each program has it's own binder</p>		<p>9. Volume</p> <p>X Folder(s)</p> <p>• Microfilm Reel(s)</p> <p>• Computer Tape(s)</p> <p>Other (specify) _____</p> <p>_____6_____</p> <p>Number</p>	
<p>11. File is Used</p> <p>• Daily • Weekly • Monthly X Annually</p>		<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p>• Computer Tape(s)</p> <p>Other (specify) Folder</p> <p>_____1_____</p> <p>Number</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Office filing cabinet</p>			<p>12. File Becomes Inactive After</p> <p>_____5_____ • Month(s) X Year(s)</p> <p>Number</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>• no X Yes</p> <p>Files are under Lock and Key</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>X No</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>• Yes X No</p>			<p>16. Audit Requirements</p> <p>X NO State Federal Independent</p>		
<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant</p> <p>Myra Butler, Director <i>Myra Butler</i></p>			<p>18. Recommended Retention</p> <p>If applicant is not employed within 12 months the application will be placed in another file. After 5 years the application will be shredded.</p>		
<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>10/20/09</p>			

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 1</p>	
<p>1. Department/Agency</p> <p>Kent County</p>		<p>2. Division</p>		<p>3. Unit</p> <p>Parks and Recreation</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Tax letters for child care services</p>				<p>5. Earliest Year/Latest Year</p> <p>2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Letters stating how much participants paid for childcare programs for one year.</p>					
<p>7. Record Series Format(s) List all</p> <p>X Letter Size • Microfilm</p> <p>• Legal Size • Computer Tape</p> <p>• Audio Tape • Floppy Disk</p> <p>• Bound Book • Video Tape</p> <p>• Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>• Alphabetical</p> <p>• Numerical</p> <p>X</p> <p>Chronological</p> <p>• Geographical</p> <p>• Other (specify) _____</p>		<p>9. Volume</p> <p>• File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p><u> 1 </u> • Computer Tape(s)</p> <p>Number</p> <p>X Other (specify) Folder</p>	
<p>11. File is Used</p> <p>• Daily • Weekly • Monthly x Annually</p>		<p>10. Annual Accumulation</p> <p>• File Drawer(s)</p> <p>• Microfilm Reel(s)</p> <p><u> 1 </u> • Computer Tape(s)</p> <p>Number</p> <p>x Other (specify) Folder</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>In the office</p>		<p>12. File Becomes Inactive After</p> <p><u> 1 </u> • Month(s) x Year(s)</p> <p>Number</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>• Yes x No</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>• Yes x No</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>• Yes x No</p>		<p>16. Audit Requirements</p> <p>x None • State • Federal • Independent</p>			
<p>19. Name and Title of Preparer</p> <p>Stacy Denny, Office Assistant</p> <p>Myra Butler, Director <i>Myra Butler</i></p>		<p>20. Telephone Number</p> <p>410-778-1948</p>		<p>21. Date</p> <p>10/20/09</p>	